

SOLICITATION NUMBER:		SOL-306-14-000102/OPPD
1.	ISSUING DATE:	August 25, 2014
2.	CLOSING DATE:	September 14, 2014
3.	POSITION TITLE:	Program Analyst (Budget)
4.	NUMBER OF POSITIONS:	One
5.	MARKET VALUE:	GS-12 (\$60,877 - \$79,138)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	Employee is supervised by the Deputy Director for Budget and Program Oversight or his/her designee at the Office of Program and Project Development.
8.	SUPERVISORY CONTROL:	Minimal. The incumbent is expected to act independently with little direction.
9.	PERIOD OF PERFORMANCE:	13 months with an option for renewal
10.	SECURITY ACCESS:	Employment Authorization for Third Country National
11.	AREA OF CONSIDERATION:	Third Country National Personal Service Contractor (TCNPSC)

POSITION DESCRIPTION: PROGRAM ANALYST (BUDGET)**A. BASIC FUNCTIONS OF THE POSITION**

The Program Analyst (Budget) supports and advises the Office of Program and Project Development (OPPD) budget team by providing expert budget development and management guidance in support of the USAID strategy and program design and management process. The Program Analyst (Budget) assists on the programming and management of USAID/Afghanistan's annual budget. The position requires a broad knowledge of administrative and managerial skills, and awareness of and ability to maintain collaborative relationships with specialists of various disciplines. Advance planning and preparation are key, as well as ability to respond to new requirements on extremely short notice.

Major Duties and Responsibilities:

The Program Analyst (Budget) supports the OPPD budget team, and provides expert budget development and management guidance in support of USAID's strategy and program design and management process.

Budget Formulation, guidance and support:

Incumbent provides guidance and assists OPPD budget team in the development of current and out-year budgets; ensures that technical offices are engaged in program budget planning and development, and that the final budget reflects Mission strategies, Mission needs, and Front Office priorities.

Incumbent will provide guidance and assistance in the creation and application criteria for allocation of funds to programs and projects; assists with annual Operational Plan (OP) budget data entry and review; ensures accuracy of budget data (i.e. implementing mechanism allocation and key issue attribution) in Foreign Assistance Coordination and Tracking System (FACTS) Information. Incumbent support the budget team in coordination and submission of the annual Operational Plan and Performance Plan and Report processes and coordination of OPPD annual/biannual program portfolio reviews; works with OPPD budget team and the Financial Management Office to set standards for budget documents, spreadsheets, narratives and database management to organize and oversee the development and use of budget tools and practices.

Incumbent must have an expert knowledge of the concepts, principles, and practices related to budget cycle, systems and financial management; experience in developing obligation documents, action memos, waivers and other documents needed for budget decisions; ability to analyze budget operations, assess and evaluate operational effectiveness, identify and recommend solutions, and improve methods of implementation.

Incumbent will provide sound financial advice, analysis and recommendations on financial feasibility of activities, and provide alternatives when appropriate; assist technical and subordinate staff in complying with relevant USAID and U.S. Government financial, budget, and procurement requirements and provide formal and informal training to staff in area of budget analysis and management.

Incumbent supports technical staff with project design, modifications and close-out; coordinates requesting actions for new actions and amendments to existing awards and is responsible for organizing and overseeing development and use of budget tools and practices; advises on and assists in the development of current and out-year budgets, ensures mission management team has engaged in the process, and that the final budget reflects Mission needs and Front Office priorities; informs the application of the current year Operational Plan budget to technical programs and projects; assists in the creation and application criteria for allocation of funds to programs and projects; drafts the budget justification documents (reclaims, impact of budget changes on programs, etc.) and develops the annual calendar of budget actions that will ensure effective management of the budget.

Funds Use and Tracking:

Incumbent reviews budget tables for accuracy and content, analyzes information and issues and support the budget team in the oversight application of budget rules and policy, and ensures compliance and tracking of earmarks and Congressional priorities, provides technical guidance, and assists OPPD budget team in organizing and coordinating formal reviews of pipeline and budget, develops and/or edits obligation documents, action memos, waivers and other documents needed for budget decisions and drafts or edits Congressional notifications.

Incumbent must be able to use judgment and creativity in interpreting and adapting guidelines and, in many instances, must establish criteria, and propose new programs for resolving unyielding problems. Ability to complete assigned tasks, and respond to new requirements on extremely short notice is needed.

B. EVALUATION/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

Education: Incumbent must have a Bachelor's degree in accounting, finance, business administration, or a related field of study. A Master's degree in any of the above or related area is desired.

Work Experience: Incumbent must have at least five years' experience in developing, managing and evaluating development programs including strategic planning and performance performance-based management, budgeting, project design and feasibility.

Language Proficiency: Incumbent must have Level (IV) Fluent speaking/reading of English language.

Knowledge: Demonstrated knowledge of broad, multi-sectorial development issues and familiarity with two or more of the following sectors or program areas is needed: democracy and elections, economic governance, institutional development and capacity building, community development, private sector development, agriculture/agribusiness, and environment. Incumbent must have an expert knowledge of the concepts, principles, and practices related to budget cycle, systems and financial management; experience in developing obligation documents, action memos, waivers and other documents needed for budget decisions.

Skills and Abilities: Incumbent must have the ability to analyze budget operations, assess and evaluate operational effectiveness, identify and recommend solutions, and improve methods of implementation; and the ability to make cogent arguments clearly and succinctly

in written and oral presentations, effectively facilitate discussions and/or meetings. Incumbent must have evidence of initiative and proactive engagement with colleagues to complete assigned tasks in accordance with agreed timetables and ability to work effectively as a member of a multi-disciplinary, multi-cultural team.

S/he must establish and maintain working relationships within the OPPD budget team, all support offices, and technical offices. Incumbent must have excellent command in MS Office suite, and the ability to use internet search engine to facilitate information gathering, research and dissemination.

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

C. TERM OF PERFORMANCE

The term of the contract will be for thirteen months. Within four weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Washington, DC for two weeks of mandatory training (FACT and FAM) before proceeding to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS-12. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period you will be entitled to two Rest and Recuperation trips (R&R) and up to three Regional Rest Breaks or three R&Rs and no RRBs.

You will be entitled to 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, you will have to use your Annual Leave or Compensatory time for the breaks.

Physical Demands and Work Environment: Majority of Mission's employees work a six day work-week with Fridays off, and an average work-week is about 57 hours. However, any/all hours beyond/over the regular 40 hours are considered overtime, may be claimed as such (or as comp time), and any/all such overtime must be pre-approved prior to any/all actual work being performed beyond/over the regular 40 hours. Generally, the majority of work is performed in an office setting and is mostly sedentary, and at times, may require some travel to program-activity implementation sites in/and outside Kabul. Any/all such travel requires pre-approval by the Regional Security Office (RSO) at post, and is closely coordinated between the U.S. Embassy, Department of Defense (DoD), and the International Security Assistance Forces (ISAF) (as applicable/relevant).

D. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN

Life in Kabul, the capital of Afghanistan, has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an

unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound.

E. MEDICAL AND SECURITY CLEARANCE:

The selected applicants must be able to obtain security and medical clearances. Third Country Nationals should be able to obtain employment authorization from the Regional Security Office. For medical clearances, Third Country Nationals should obtain Department of State Class I Medical Clearance.

F. BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600) and
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

G. CONTRACT INFORMATION BULLETINS (CIBs) or ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs:

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract.

AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays
AAPD 06-10	PSC Medical expense payment responsibility

AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years
AAPD 06-01	Medical evacuation insurance
CIB 01-07	Clarification of the extension/renewal policy regarding PSCs
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals
CIB 99-22	PSC Policy
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.
CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors (PSCs)
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

H. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S government OF-0612 form which is available at the following websites:
<http://www.ussc.gov/Employment/of0612.pdf>
2. At current curriculum vitae (CV) or resume;
3. A minimum of three (3) references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant.
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

APPLYING

All applications must be submitted electronically by e-mail with the subject line Program Analyst (Budget) (TCNPSC) “SOL-306-14-000102/OPPD” to: AfUSAIDJobs@state.gov

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview. **Please note that only short listed candidates will be notified.**

Point of Contact:

Any questions about this solicitation may be directed to: KabulAIDHR@state.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

Place of Performance

USAID/Afghanistan
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan